



"Always the last Saturday in August"

SHIPPENSBURG CORN FESTIVAL ORGANIZATION

P. O. Box 704
Shippensburg, PA 17257-0704
717 532 5331 - President
www.cornfestival.net

September 2011

Dear Corn Festival Participant:

We are gearing up for another Corn Festival in Shippensburg, PA on Saturday, August 25, 2012. We invite you to join our celebration. The thousands of people who attend our festivities will enjoy your food stand. The 2012 Festival will be held from 8:00 a.m. to 4:00 p.m.

Please review the information below that summarizes the regulations that must be adhered to as a condition of participation in the Festival.

- Deadline for applications is January 31, 2012. Please note that submission of an application does not guarantee acceptance and participation in a previous year does not automatically register you for an upcoming year. Applications received after January 31, 2012 will be reviewed and accepted on a space available basis only.
- Please send your **insurance certificate** with your application.
- All applications must include a **stamped, self-addressed envelope** that we will use to contact you.
- Please remit your **\$100 space deposit** (made payable to: Shippensburg Corn Festival) and insurance certificate with your completed application. If you are accepted into the Corn Festival, confirmation will be sent on or around May 1, 2012. With your confirmation you will be advised of any restrictions that will be made to your menu and you will learn of your location and space number for the 2012 festival.
- We cannot guarantee particular locations and spaces from year to year. Even if you have participated in a previous Corn Festival, you may be assigned to a different location.
- You must be self sufficient for the 2012 Shippensburg Corn Festival.
- Water will not be provided.
- Electricity must be furnished by the vendor via propane or a **generator which tests at 74 decibels at 21 feet.**

We sincerely welcome back those who have participated previously and also extend a friendly welcome to our newcomers.

Sincerely,
The Food Committee 2012

REGULATIONS FOR SHIPPENSBURG CORN FESTIVAL FOOD STANDS

1. A sign listing the foods as well as prices for foods sold at your stand will be anchored to the stand, and be easily visible to the customers. Permanent stands are encouraged.
2. You are encouraged to use the corn theme to decorate your stand (corn stalks, hay bales or related items).
3. Each food stand must sell at least one corn-related item or have corn as an ingredient.
4. Each stand must be set up **no later than 7:30 am** and vehicles must be taken to off street parking. All stands must remain until closing at 4:00 pm that evening at which time teardown can begin. Vehicles will be allowed to enter the festival starting at 4:15 pm. All vehicles must be pulled to the curb so that other vendors can access their booths or leave.
 - a. Food Vendors will be issued a **scheduled set-up time** with trailer vendors scheduled to set up earliest
 - b. Any electric cords on sidewalk or edge of curb must be taped down
 - c. At least 3 feet of sidewalk space must be kept clear; this is a safety-code regulation
 - d. Vendors should not use sidewalk space to store supplies
5. You are responsible for the clean up around your stand. You may not deposit water, ice, or any other liquids on the ground during clean up.
6. Your fee to the Shippensburg Corn Festival for having the opportunity to share in this festival and to support the work of the Shippensburg Corn Festival Organization will be 10% of the GROSS RECEIPTS for local participants and 15% of the GROSS RECEIPTS for out-of-town participants. GROSS RECEIPTS is income BEFORE any expense is taken out. (Vendors will subtract their \$100 deposit [minimum fee] from their gross receipts.)
7. A certificate of insurance (minimum \$1,000,000 liability) must be submitted with your application.
8. All Vendors are responsible for collecting and reporting Pennsylvania Sales Tax.
9. It is our policy not to allow advertisements for any causes on food vendor tents or trucks.

Failure to comply with any regulation may result in being asked to leave (or close your stand) and not being permitted to return to the festival.

2012 Shippensburg Corn Festival Food Vendor Application
Must be returned by January 31, 2012

PLEASE PRINT NEATLY SO YOUR INFORMATION CAN BE EASILY READ!

NAME OR ORGANIZATION	
CONTACT PERSON	
ADDRESS	
PHONE AND E-MAIL Please print neatly	
MENU ITEMS TO BE SOLD (please use separate sheet if necessary) <i>Pricelist must be posted on your booth</i>	
CORN ITEM(s) TO BE SOLD	
PA Sales Tax License Number	

Application Checklist - Please be sure to send the following:

	This Application form
	\$100 deposit made payable to the Shippensburg Corn Festival
	Certificate of insurance that shows ** Coverage dates that include the date of the festival ** At least \$1,000,000 liability coverage
	Self-addressed stamped business-size envelope

Measurement of your tent or trailer (including the hitch) Your Application cannot be processed without this information	
Facing your hitch, and considering your hitch to be the front of your stand, from which side of your trailer does the concession window open?	
Is your generator part of (attached to) your trailer? (No more than 74 decibels @ 21 feet)	

I agree to comply with all rules and regulations of the Shippensburg Corn Festival.

Signature: _____

Date: _____